



MONROE ELEMENTARY SCHOOL DISTRICT #70

5137 West Cisna Road

Bartonville, IL 61607

Phone: 309-697-3120 Fax: 309-697-3185

July 17, 2020

Dear Monroe Families:

Over the past several weeks, our committees have been planning for options to return to school. I appreciate your patience and understanding as we continue to develop and revise our return to school plans. The major components of our plan are complete and being sent out as phase 1 to give parents an idea of what school will look like in the fall, review options, and plan for possible supervision needs. Phase 2 will be released in a couple of weeks outlining daily details and procedures and answer many of the procedural questions you may have. We will continue to modify our plan and remain flexible as guidance from ISBE and the IDPH changes.

Our plan was developed through collaboration and information provided from: Monroe's back to school transition team of teachers and administrators, parent input, Regional Office of Education, Peoria County Health Department, Illinois State Board of Education, and Illinois Department of Public Health.

Our goal is to keep students and staff healthy while still providing a quality education over two platforms. The Illinois Department of Public Health and ISBE guidelines state:

During Phase 4 of the Restore Illinois Plan we will:

1. Require the use of face masks
2. Prohibit more than 50 individuals from gathering in one space
3. Require social distancing be observed, as much as possible
4. Require that schools conduct symptom screenings and temperature checks
5. Require an increase in school-wide cleaning and disinfection

Timeline

Friday, July 17th – Release phase 1 of our transition plan

Friday, July 31st – Release phase 2 of our transition plan and distribute parent survey for final commitment of attendance choice. Survey will be due Tuesday, August 4th.

Friday, August 14th – First student attendance day

Attendance Options

In-person instruction – For parents who wish to send students to Monroe it will mirror a traditional school day from 8:05-1:30 daily for the first semester. Moving to an early dismissal schedule will allow teachers necessary planning to meet the needs of handling both in-person and remote learning students. We will be scheduling frequent breaks that allow students outside to remove masks and get some fresh air. In order to allow for frequent breaks, we will move physical education and basic technology classes as remote learning (outside of school hours) for all students in grades K-8. Monroe will follow the Illinois Department of Public Health guidelines when handling students who are ill or show signs or symptoms of COVID. Students who need to be sent home will transition to remote learning until healthy enough to return to school.

Remote learning instruction – For parents who wish to choose our remote learning options it will look quite a bit different than it did in the Spring. The staff at Monroe will have a central web-page for students and parents to access. Staff will post a weekly grid of assignments on the web-page with links to necessary instructional programs and Google classroom pages. Students in remote learning will be required to log in daily each morning for attendance and start their remote learning. Remote learners will follow the same curriculum, pacing, assessments, and expectations as those students learning in-person including consistent due dates and times for assignment submission. Teacher contact times for remote learners will be on select days between 1:30-3:00 p.m. Parents who choose a remote learning plan will stay in remote learning for nine weeks and then have the option to transition to in-person instruction.

Other components of our transition plan are included below. It was developed in accordance with the guidelines from ISBE and the IDPH (<https://www.isbe.net/Documents/Part-3-Transition-Planning-Phase-4.pdf>). As a reminder phase 2 of our transition plan will be released on Friday, July 31st.

Sincerely,

Dr. Darrick Reiley
Superintendent

HEALTH & WELLNESS	
TOPIC	DISTRICT PLAN
Develop a Communication Plan	<ul style="list-style-type: none"> • Develop & distribute safety protocols communication and checklist to parents • Staff committee to plan transition • Initial Survey of Parents for Learning Options • Parent committee & Staff input on transition plan • Board Approval • Phased release to public of transition plan • Work to keep parent contact information current throughout the year • Develop website materials for parent information
Social Distancing & Safety Precautions	<ul style="list-style-type: none"> • Districts should develop procedures to ensure 6-foot physical distance from other persons as much as possible in all areas • Teachers will rotate classrooms when possible • Students will be required to stay in their assigned area/seat in the classroom, in the lunchroom, and on the bus • Students will receive instruction on appropriate hand washing and use of hand sanitizer • Students will sanitize their hands before and after entering a new space • Staff and students should abstain from physical contact, including, but not limited to, handshakes, high fives, hugs, etc.

<p>Face Coverings</p>	<ul style="list-style-type: none"> • Students and staff must wear a mask at all times except when eating. • Students who arrive at school without a mask will be sent home • Students should wear masks that go over the nose and mouth, and have no large gaps in the side. • Students and staff do not need to wear a mask outside if social distancing is maintained. • One face mask is being provided by the state that will be kept at school. • Anyone entering the building will need to be wearing a mask. • Students must be wearing a mask to get on the bus. • Masks should not be worn 2 days in a row without cleaning with soap and water. • Monroe requires a doctor’s note for students or staff that are unable to wear a face mask for medical reasons. The doctor’s note should clarify if student could wear a shield as opposed to mask if mask is prohibited. • Staff members may wear a face shield while teaching as long as he/she is 6 feet away from students
<p>Prepare for sick student/staff</p>	<ul style="list-style-type: none"> • Monroe will follow the guidance of IDPH when determining when students cannot be present at school. • If a parent calls their student in sick, they will be questioned on symptoms of the illness. • Families and staff should also report possible cases to the school where the individual attends school or works to initiate contact tracing. • 72 hours must elapse from resolution of fever without fever reducing medication and 10 days must pass after symptoms first appeared. • Those who had contact with someone who tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days. • If your student is sent home, parent contact will be made by a school administrator before their student can return to school.
<p>Symptom Screenings</p>	<ul style="list-style-type: none"> • Parents should do a symptom check each morning and not send students to school with fever (above 100.4) or symptoms based on a document that will be provided. • Students will be temperature checked by a staff member every morning before entering the building. • Student’s temperature will be recorded in a way that is HIPAA compliant. • If a student is not feeling well they will be asked a series of questions to determine their symptoms and their temperature will be taken. Students displaying symptoms will be sent home immediately based on IDPH guidelines. • If IDPH guidelines determine the symptoms are significant the student will be quarantined and should be picked up immediately.

<p>Schools should institute a process to maintain ongoing monitoring of individuals excluded from school</p>	<ul style="list-style-type: none"> • Monroe will inform the school community of outbreaks per local and state health department guidelines while maintaining student and staff confidentiality rights. • Students sent home from school will be provided written documentation for a return to school date. • Students sent home from school will be transitioned to the remote learning plan for the duration of their time out of school. (The deadlines/requirements of changing learning style only at the quarter mark does not apply to students sent home due to illness.)
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INSTRUCTIONAL OPTIONS	
TOPIC	DISTRICT PLAN
<p>In Person Instruction</p>	<ul style="list-style-type: none"> • Approximately 8:05-1:30 each day • Some subjects such as PE and Technology may be assigned as remote learning tasks to complete at home • When students are sick from school they would transition to Remote Instruction to receive make-up work for that duration before returning to school
<p>Remote Instruction</p>	<ul style="list-style-type: none"> • The first window of Remote Learning will be for 9 weeks. After the 9 weeks students will be allowed to re-evaluate their choice • Attendance will be required to check-in daily • Grading scales used will be the same as for in person students • Assignment due dates will be consistent and closely aligned to in person students • Instructional pacing and expectations will be the same for Remote Learning students as in person • Teacher “office hours” to answer questions or provide assistance is between 1:30 and 3pm on select days • Remote learning instruction may be a combination of physical materials and digital instruction. Physical materials will be available for pick-up through the vestibule as needed on Fridays for the following week

Monroe School District #70 *(updated 7.15.20)*
2020-2021 School Calendar

August 12	Teacher Institute Day	No School
August 13	Teacher Institute Day	No School
August 14	First Student Attendance Day	1:30 Dismissal
September 4	Teacher Institute Day	No School
September 7	Labor Day	No School
September 18	Remote Learning Day	Remote Learning For All Students
	Mid Term 1 st Quarter	
September 25	LCHS Homecoming	
October 9	Remote Learning Plan Day	No School
October 16	End of 1 st Quarter	
October 20	Report Card Day	
October 21	Remote Learning Day	Remote Learning For All Students
	PT Conferences (Format and Times TBD)	
October 22	Remote Learning Day	Remote Learning For All Students
	PT Conferences (Format and Times TBD)	
October 23	No School evening PT Conferences	No School
October 30	School Improvement Day	11:05 Dismissal
November 3	Election Day	No School
November 6	Mid Term 2 nd Quarter	
November 13	Remote Learning Plan Day	No School
Nov. 25,26,27	Thanksgiving Break	No School
December 4	Remote Learning Day	Remote Learning For All Students
December 18	School Improvement Day	11:05 Dismissal
	Last Day Before Winter Break	
	End of 2 nd Quarter	
Dec. 19 – Jan. 3	Winter Break	No School

***** The Second Semester Will Be Re-Evaluated in November for Changes *****

January 8	Report Card Day	
January 15	School Improvement Day	11:05 Dismissal
January 18	Martin Luther King Jr. Day	No School
January 29	Curriculum Day	1:30 Dismissal
February 5	Mid Term 3 rd Quarter	
February 11	Parent/Teacher Conferences (3:00-7:00 p.m.)	1:30 Dismissal
February 12	School Improvement Day	11:05 Dismissal
February 15	President's Day	No School
February 26	Curriculum Day	1:30 Dismissal
March 3	Grandparent's Program	1:00 P.M
March 5	End of Third Quarter	
March 12	Curriculum Day	1:30 Dismissal
	Report Card Day	
March 26	Curriculum Day	11:05 Dismissal
March 27-April 4	Spring Break	No School
April 5	Teacher Institute	No School
April 23	Curriculum Day	1:30 Dismissal
	Mid-Term 4 th Quarter	
May 7	School Improvement Day	11:05 Dismissal
May 18	Curriculum Day	1:30 Dismissal
	8 th Grade Graduation (Tentative)	
May 19	Curriculum Day	1:30 Dismissal
May 20	Report Card Day	11:05 Dismissal
May 21, 24,25,26,27	Emergency Days if Necessary	To Be Determined

